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## **Now Hiring: General Counsel**

### **Sarasota County Tax Collector's Office – Sarasota County, Florida**

Are you an experienced attorney with a passion for public service and a deep knowledge of Florida law? Join the leadership team at the **Sarasota County Tax Collector's Office** as our **General Counsel**. We're looking for a strategic legal advisor who will help guide the agency with integrity, compliance, and clarity.

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## **Position Overview**

As General Counsel, you will serve as the chief legal advisor to the elected Sarasota County Tax Collector, ensuring all agency operations are legally sound and effectively managed. This role provides counsel on contracts, personnel, ethics, administrative law, property tax law, and public records compliance — playing a key part in our mission to serve Sarasota County residents with excellence and transparency.

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## **Key Responsibilities**

- Advise the Tax Collector and leadership team on legal matters impacting agency operations.
- Interpret and apply Florida Statutes relevant to tax collection, public administration, and agency responsibilities.
- Draft, review, and negotiate contracts, interlocal agreements, and policies.
- Ensure compliance with the Florida Sunshine Law, Public Records Law, and ethics regulations.
- Represent the agency in administrative proceedings and liaise with external counsel when needed.
- Provide legal support on employment law, discipline, and workplace policy matters.
- Monitor state legislation and case law that affect the Tax Collector's authority.
- Respond to legal inquiries and manage public records requests.
- Deliver internal legal training and policy guidance to staff.

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## **Qualifications**

### **Required:**

- Juris Doctor (J.D.) from an accredited law school.
- Active member in good standing with The Florida Bar.
- At least 7 years of legal experience. Public sector, administrative, or governmental law preferred.

### **Preferred:**

- Familiarity with Florida's Tax Collector statutes.
- Experience advising a government agency or elected official.
- Board Certified in City, County & Local Government Law

### **Skills:**

- Strong legal research, writing, and analytical skills.
- High ethical standards and discretion.
- Excellent communication and interpersonal skills.
- Ability to handle confidential and sensitive matters with professionalism.

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## **Location & Work Environment**

- Based at the Sarasota County Tax Collector's Office headquarters in downtown Sarasota at 101 S. Washington Blvd.
- Monday–Friday, 8:00 a.m. to 5:00 p.m., with flexibility for after-hours responsibilities.
- Occasional travel for hearings, conferences, or meetings.

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## **Salary & Benefits**

- Salary: Competitive and commensurate with experience.
- Benefits: Full government benefits package, including health insurance, retirement, paid time off, and professional development support.

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## **How to Apply**

Submit the following to [Employment@SarasotaTaxCollector.gov](mailto:Employment@SarasotaTaxCollector.gov):

- Resume
- Cover letter detailing your interest and relevant experience

**Application Deadline:** Open until filled. Early submissions encouraged.

Please notify our office if you need reasonable accommodation to participate in the employment process.

EOE. This organization participates in E-Verify.